

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, August 20, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 310**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Corday Goddard – Chair, Tom Diedrick (arrived at 3:34 p.m.) – Vice Chair, Sup. Andy Nicholson (arrived at 3:40 p.m. and left at 4:01 p.m.), Ann Hartman and John Fenner

**OTHERS PRESENT:** Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Matt Roberts, Jake Dittmann, Jeff VanRens, Tara Hansen, Debbie Bushman and Carrie Poser (via phone)

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the July 16, 2018, meeting of the Brown County Housing Authority (BCHA).

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the July 16, 2018 meeting of the BCHA. Motion carried.

**COMMUNICATIONS:**

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
For the month of July, there were 141 preliminary applications.
  - B. Unit Count  
The unit count for July was 2,837.
  - C. Housing Assistance Payments Expenses  
The July HAP expenses totaled \$1,294,873.
  - D. Housing Quality Standard Inspection Compliance  
Of 361 inspections conducted for July, 175 passed initial inspection, 58 passed reinspection, 104 failed and there were 24 no shows.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
In July there were 350 port outs with an associated housing assistance payment expense of \$323,954. ICS was underspent by \$10,900.23 and FSS was underspent by \$100.75.
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
There were 69 active FSS participants; with 45 participants in level one, 15 participants in level two, two participants in level three and seven participants in level four. There were six new contracts, zero graduates, 35 active escrows and 44 homeowners.
  - G. VASH Reports (new VASH and active VASH)

There were zero new VASH participants for July for a total of 29 total VASH Participants.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There was 1 new investigation assigned with 18 active investigations and one closed. There were 278 new applications processed with 277 approved and one denied. The breakdown of fraud investigations by municipality is as follows: Green Bay 84 percent, De Pere 11 percent and Oneida 5 percent. Initial Applications by municipality was Green Bay 86 percent, Howard 11 percent and De Pere three percent

**OLD BUSINESS:**

**NEW BUSINESS:**

3. Consideration with possible action to amend Chapter 4 (Waiting List and Tenant Selection) of Administrative Plan to provide a Move On Strategy preference.

R. Hallet asked that Item #3 be pushed back as a guest for this item is running late.

4. Consideration and possible action on approval of Homebuyer Assistance Program Funding Proposal from NeighborWorks® Green Bay.

R. Hallet explained last year NeighborWorks® requested a grant to continue to fund their homebuyer assistance program. They are now making a request for additional funding. They have provided their funding proposal and a map showing the locations of the home purchases made through the program. T. Hansen and J. VanRens are here from NeighborWorks® to answer any questions and provide any additional information. They are asking for an additional \$150,000, which is the same request as last year. They originally requested \$300,000 last year; however, only \$150,000 was budgeted last year. S. Schmutzer stated that the way the budget works, money is not carried over and technically there is \$150,000 already in the 2018 budget, and none of this amount carried over from 2017, unlike what they were used to with the Community Development Block Grant with money that would carry from year to year. They do have \$150,000 that has not all been spent. We could increase that budget amount or have it put in for 2019 budget. R. Hallet stated that S. Schoeneman had emailed her prior to the meeting and said they do have several home owners lined up and anticipate using the rest of the original funding before the end of this year. They are requesting the funding to start earlier then when our fiscal year would start so that they can continue the program seamlessly without having to stop it and start it up again later.

C. Goddard asked S. Schmutzer if this does anything to the SEMAP scoring. S. Schmutzer stated no, and that this is money that is unrestricted and set aside funds and would be noted in the budget area and if approved to go over in that budget area and would be noted for the audit.

A motion was made by J. Fenner, seconded by T. Diedrick to approve funding for Homebuyer Assistance Program from NeighborWorks®. Motion carried.

R. Hallet asked for clarification and if the Authority was approving for monies for this fiscal year and then the remainder of it will be budgeted in the next year's budget. S. Schmutzer stated that once they spend all of the \$150,000 this year, they could continue to spend this additional amount and then put the remainder of that \$150,000 in the following year's budget.

C. Goddard then stated that they just approved \$150,000 for this year and S. Schmutzer will disperse it as needed this fiscal year and the next fiscal year. She stated that was correct.

R. Hallet stated their guest has arrived for item #3. C. Goddard stated they will now address Item #3.

3. Consideration with possible action to amend Chapter 4 (Waiting List and Tenant Selection) of Administrative Plan to provide a Move On Strategy preference.

R. Hallet stated there are two guests for this item. Carrie Poser (via phone), Executive Director for the Balance of State and Debbie Bushman from Newcap. R. Hallet explained there is a new initiative that HUD is encouraging PHAs to participate in. She explained this is in regards to Permanent Supportive Housing (PSH), which has two main components: a rental subsidy and intensive case management. She stated that participants may get to the point where they no longer need the intensive case management, but they may still be in need of a rental subsidy. This initiative from HUD is encourage PHA's with either the Housing Choice Voucher (HCV) or Public Housing programs to be able to provide some kind of preference to those PHS individuals to be able to provide them some housing assistance in order that they may seamlessly move their assistance from the PSH into a housing assistance program. Here in Brown County the only current agency running the PSH program is Newcap. D. Bushman can further explain how the program works.

A motion was made by A. Nicholson, seconded by A. Hartman to open the floor for discussion. Motion carried.

D. Bushman stated they have 45 slots in Brown County to help individuals that are chronically homeless, which means they have been on street for 12 consecutive months or four times in the last three years. She stated the program started in January 1, 2017, and they already have a few people that could move on and out of the program that don't need the weekly or daily case management. With the "Move On" strategy, if they receive HCV, they could either continue renting where they are or transition into another place of their own. Newcap would offer some type of continuous case management for six months once they are off the program. There will be criteria they will have to meet before they feel the person could move on.

A. Hartman asked why they would have to leave their current unit. D. Bushman stated that they don't necessarily need to leave; they could use their voucher and transition from the PSH program while renting in place, but some individuals may decide they want to move.

C. Poser stated that Green Bay and Brown County have been one of the largest communities with the most people experiencing chronic homelessness, which is the project that Newcap is physically targeting. She stated that when the program is at capacity, they are unable to admit new people on to the program if current participants remain on PSH, even if they get to a point that they don't need the case management, because they can't yet afford market rent. This Move On strategy allows people to move on, thus allowing Newcap to admit new people. She stated that the whole idea is not to create a bottleneck and provide flow when Newcap has individuals ready to move forward. Individuals would have to follow the same rules as the HCV program and would be expected to pay their rent and upkeep of their home. If agreed to, Brown County would become the second county to work with this strategy.

A. Nicholson asked why there is so much homelessness in BC since unemployment is very low at this time. C. Poser stated that up until Newcap's project started, there was no systematic way to provide housing or resources to people that were homeless for the longest time. There are no housing programs for them and it has been a challenge over the last five years to get somebody to do this kind of program in Brown County. Once Newcap came in and offered this program it was a step in the right direction to be able to house people. Although there are shelters in Green Bay, they do not provide permanent housing. There is a lack of connection to permanent

housing other than HCV or Public Housing and some limited programing for some very specific targeted populations, but not necessarily for the people who have been homeless the longest.

R. Hallet added that a lot of families that they serve are either working or rely on Social Security or SSI and it's not always the amount of income coming in, but other barriers they have such as mental illness. Those individuals may need case management that Newcap provides. This information may help them get organized, show how to apply for housing, be a good renter, resolve landlord disputes and how to pay rent on time. D. Bushman added that people with evictions on their records may contribute to them not getting housing again. R. Hallet asked D. Bushman if Newcap's PSH program is a Housing First approach. She stated yes, they house them first and then all supportive services come after.

A. Hartman asked how many people they have right now. D. Bushmen stated they have 45 and that their prioritization list as of last Friday had 53 additional eligible individuals that met the criteria. They are looking for vouchers to move people up and out of the program so they can serve additional individuals. J. Fenner asked why they only asking for 15 vouchers. D. Bushman clarified that they are only asking for five vouchers. R. Hallet stated that Newcap applied for 20 additional PSH spots through HUD, which would give them a total of 65. She stated that as an Authority, it can be decided to limit vouchers to just five and if there are more PSH participants that become eligible, they would have to wait until next year; or the Authority can allow flexibility in case more become eligible.

J. Fenner stated he liked the idea of a minimum of five. R. Hallet stated that she didn't think that a minimum was appropriate because it could happen that there would be years that they don't have five people that are ready to move on. C. Goddard clarified that the discussion is to establish a maximum. A. Hartman asked if five is their maximum number. R. Hallet stated that is what was estimated that might be ready to move on. D. Bushman stated that they have three ready to move right now.

A motion was made by A. Nicholson, seconded by J. Fenner to approve a maximum of five Housing Choice Vouchers for Newcap's PSH referrals.

A. Hartman then asked if that was potentially five per year. R. Hallet stated yes. A. Nicholson asked five per year for how long.

R. Hallet stated that once they are on the HCV program there is no limit to how long they may receive their voucher assistance. C. Renier-Wigg stated that this is changing the preference and it would permanently change the preference. It would be up to five a year ongoing, it could be zero, or it could be up to five. C. Goddard clarified that the number of vouchers doesn't change, but the folks in this program get preference on the HCV waiting list.

R. Hallet then clarified that the preferences, as they currently stand, are Brown County residents who have been involuntarily displaced by government action or natural disaster, adding Newcap's program as a second preference by moving the rest of the preferences down by one. R. Hallet stated that currently if there is someone who is elderly who applies for HCV, they would get a voucher before a non-elderly person. However, with the change, when Newcap refers somebody from their program, that person would get the voucher before the elderly applicant. Newcap can continue to refer individuals and they will be placed on the waiting list and the preference would place them towards the top of the list.

A. Hartman asked where they would be on the waiting list if they applied now. R. Hallet stated that right now they would fit in according to the current preferences. A. Hartman then asked if they want to make these applicants a separate category on the waiting list, which R. Hallet

confirmed. C. Goddard stated they would get preference because they are in a program to set them up for success.

A. Nicholson stated he withdraws his motion.

A motion was then made by T. Deidrick to approve the request as presented.

A. Hartman stated that if a participant no longer needs the PSH program if they can go onto the waiting list with one of four preferences. The request is to add a fifth preference, which will allow those to get housing quicker because they are in housing and they are certain they will be successful. R. Hallet stated they are no longer in need of case management and just need the subsidy to remain stable in their housing situation.

There was no second. Motion failed.

R. Hallet asked if there were any other questions and what are the hesitations/concerns regarding the request.

A. Hartman stated that if they already have four ways to get on the list, why do they need a fifth preference.

C. Poser stated they are not going on the waiting list per say, they are earmarked. Since these individuals are no longer homeless and one of the preferences is homelessness, they no longer qualify for that preference. This will allow them a way to a voucher faster, even though if someone is disabled, they could technically be placed on the waiting list. The design is to move these individuals into stable housing if they currently can't get housing because they do not fall into one of the preferences.

A. Hartman asked why, when they are out of the PSH program, they are throwing them out of the housing. D. Bushman stated that is not correct, this is permanent housing. C. Poser stated no one else can be enrolled if the program remains full. This will allow for some to move on and allow for others to enroll and have access to the case management to move them forward.

A. Hartman asked to clarify that these people who cannot get into the program is due to the fact that others need to get out of the program and onto the HCV program. C. Poser stated that was correct and there are 50 people waiting to get into this program.

A. Nicholson asked A. Hartman if she would like to delay the request. She stated that she is still dumbfounded as to why there are so many homeless people and stated that she would feel more comfortable delaying as she is having a hard time understanding what is going on.

A. Nicholson made a motion, seconded by J. Fenner to table the request until the next meeting. Motion carried.

A. Nicholson then left the meeting.

5. Consideration and possible action regarding Housing Choice Voucher Homeownership Counseling agreements with eligible agencies.

R. Hallet stated they have had a contract with both NeighborWorks® Green Bay and Catholic Charities to provide the homeownership counseling, which is a required component of the homeownership program in the HCV program. The Catholic Charities agreement has a renewal clause that it needs to be renewed every year. There have not been any issues or concerns

therefore they are looking at changing that agreement to remove the renewal clause and clean up some wording.

Motion was made by T. Diedrick, seconded by J. Fenner to approve Housing Choice Voucher Homeownership Counseling agreements with eligible agencies. Motion carried.

**BILLS AND FINANCIAL REPORT:**

6. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer presented the BCHA bills to the Authority.

A motion was made by A. Hartman and seconded by J. Fenner to receive and place on file. Motion carried.

7. Consideration with possible action on acceptance of the BCHA financial report.

S. Schmutzer presented the BCHA financial report. She stated they have captured more fraud recovery than what they budgeted.

A. Hartman asked what happens to the extra money for fraud recovery. S. Schmutzer stated it goes back into the program, however, they just budget a certain amount of dollars they would like to recover each year. A. Hartman then asked if things have to be cut if they don't collect as much as they would like. S. Schmutzer they would cut in areas regarding programing, but they can usually meet their goal.

A motion was made by A. Hartman and J. Fenner to receive and place and file. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

8. Updates on the Brown County Homeless and Housing Coalition.

R. Hallet stated that the BCHA is a member of the Brown County Homeless and Housing Coalition (the Coalition), which is a local coalition of the Balance of State, for which Carrie Poser is the Executive Director. She stated that this month the Coalition has received funding to directly hire staff. The Coalition will be hiring two part-time staff people, one as a leadership position and one as a Coordinated Entry specialist. This will be a big change because the people in those positions will be able to focus on homelessness and housing issues in the area. Currently, these duties fall to individuals who are working in the housing profession who are volunteering their time or their agencies' time to be a part of the Coalition and they cannot always focus the time and energy to the Coalition. These added positions is going to help to put more information out in the community about homelessness and be able to help answer some of the questions that A. Nicholson and A. Hartman raised regarding the reason for homelessness in the area and what can be done to help elevate the problem for families.

A. Hartman asked if this was employment for one year. R. Hallet stated that both of the grants are for three years. J. Fenner asked if R. Hallet knew where the grants came from. R. Hallet stated one was from HUD through the Balance of State, for the Coordinated Entry Specialist, and the other one is from Green Bay Community Foundations.

9. Date of next meeting: September 24, 2018.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.

jd:rh